

Department of Planning and Zoning

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Intern Project – Updating AMANDA with historic permits

Description

At present the Amanda (permitting) database is not complete for all zoning permits on file. All permits from FY1992 onwards are in the database but earlier years are 'spotty' at best. Our regulations require that any zoning permit approved on or after July 13th 1989 is required to be closed by obtaining a Final Certificate of Occupancy. The common complaint from property owners or title searchers is that they didn't know about the permit as it didn't appear on a digital summary of permits available on the web and Clerk/Treasurers office. The physical file is the true copy of permits and persons should not rely wholly on the electronic database.

Proposal

To help the public further recognize there are older permits that need addressing, this project entail manually adding all permits for 1989-1991 into the database.

The Numbers:

Year	Number of Permits Issued	Number in AMANDA	Number to be loaded into AMANDA
CY1989 (Jan-Dec)	567	45	522
HalfY1990 (Jan-Jun)	298	52	246
FY1991 (Jul 1990 – Jun 1991)	456	272	184
Totals	1321	369	952

Therefore the total number of permits needed to be added to the database would be 952. If 10 were done per day (assumed around 6-10 minutes entry time per permit, 6-10 per hour), then the project would theoretically take 95 days.

The Specific Task

Blow by blow the task would entail:

- Look up permit number and address in book
- Retrieve permit from filing shelf
- Enter permit into database following protocol for entering historic permits
- If there is a CO already, updating database to reflect 'FCO Issued' status
- Filing permit on shelf
- Repeat...952 times

Phase 2

If the work was completed before the end of the timeframe allowed, phase 2 of the project would be repeat the above task with all Conditional Use and home occupation permits that are in the street files, but not in the database. This is around the FY2003-2006 timeframe. More assessment of the numbers would be needed.

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